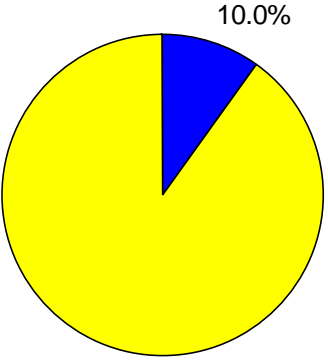


Circuit Court and Records

80-07-Courtroom Case Management and Operations

Fund/Agency: 001/80	Circuit Court and Records	
Personnel Services	\$749,604	CAPS Percentage of Agency Total  90.0% 10.0% <div>■ Courtroom Case Management and Operations ■ All Other Agency CAPS</div>
Operating Expenses	\$130,527	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$880,131	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$880,131	
Positions/SYE involved in the delivery of this CAPS	17/17	

► CAPS Summary

Courtroom case management and operations encompasses the clerks that assist the judges in the courtroom to ensure proper procedure is being followed.

Circuit Court and Records

► Method of Service Provision

Merit employees comprise the staff of Courtroom Case Management and Operations. There is little flexibility when cases go longer than 4:30 p.m., therefore, overtime is incurred when the situation presents itself.

For each Circuit Court Judge, a courtroom clerk is assigned. The courtroom clerk is trained to handle criminal and civil trial procedures. Each courtroom clerk is the official record keeper in the courtroom. This means keeping detailed notes of trial procedure. The Clerk follows the trial from beginning to the end and is responsible for handling all exhibits admitted during a trial. If the trial is to be before a Jury, the courtroom clerk is to keep track of all selected Jurors, presenting the oath to those jurors who have been selected and send all stricken jurors back into the jury pool for possible selection in another case. Some cases involve handling weapons, drugs, cash, or items of value. Other cases can involve complex litigation that often has hundreds of exhibits presented during the trial. The courtroom clerk must maintain a chain of custody on admitted exhibits and secure these exhibits in a safe place. If an appeal is filed in a case, the courtroom clerks notes are used by the appeals clerk in preparation of sending the file to the Court of Appeals or Supreme Court.

Outside the Courtroom, the Clerk must present an order for the Judges signature. This order is to reflect all details of the trial and must be accurate. The follow up paperwork from a trial includes preparing an order for signature, preparation of sentencing guidelines, payment of attorneys, interpreters, and Guardian ad Litem. Preparing the file for return to the file room and logging in exhibits.

The court clerk deals with many outside agencies and must be familiar with various code sections to ensure that proper procedure is followed in dealing with the different agencies in handling anything from transporting prisoners to movement of an inmate to a hospital for evaluation. Primary contacts are with the Sheriff's Depart, Office of Probation and Parole, Alcohol and Drug Services, and the Forensics Unit both locally and within the Commonwealth of Virginia.

► Performance/Workload Related Data

No data is available.